

CONFIDENTIAL

FE FIELD DISPATCH 45- 11

JUN 11 1957

DATE

TO:

FROM: Chief, FE

General Logistics

SUBJECT: Delegation of Authority for the Procurement of Air Conditioning for Field Use

25X1A

REFERENCE: A. [REDACTED] 19 October 1954 Para. 3.J.
B. [REDACTED] 2 May 1956
C. [REDACTED] 2 August 1954, Para. 3.B.

ACTION REQUIRED: Review Requirements for Air Conditioners and Initiate Procurement.

1. Effective upon receipt of this dispatch, the delegation, as noted in reference C, is hereby given to the above addressees for field procurement of window type air conditioners to be installed in [REDACTED] living quarters of staff employees and staff agents overseas. This delegation of authority will, in all instances, be qualified as follows:

25X1C

- A. The criteria set forth in reference B must be met.
- B. The number of units per set of quarters shall not exceed three (3) each as follows:
 - (1) One unit may be allowed per staff employee or staff agent.
 - (2) A second unit may be allowed when two qualified dependents reside with the staff employee or staff agent.
 - (3) A third unit may be authorized when the staff employee or staff agent has more than two qualified dependents residing with him.
- C. The unit being procured does not exceed one (1) ton nominal capacity.
- D. The delivered cost of each unit to be procured exclusive of any duty payable, does not exceed the following:
 - (1) 3/4 ton \$275
 - (2) 1 ton \$398

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E. Only recognized brands of standard units with available service facilities shall be procured.

F. The installation of air conditioners is compatible with operating procedures [REDACTED]

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G. Adequate wiring and power facilities are available and equipment will be properly installed.

H. Leases will be modified as necessary to insure continuous ownership of the equipment and removal upon termination of lease arrangements.

I. Adequate funds for procurement and installation are available.

2. Any requirement for other than window type air conditioners or for those not falling within the qualifications listed above will be referred to Headquarters for prior approval.

3. Authority is also granted to the above addressees to dispose of condemned (unservicable-non-repairable) air conditioners. Air conditioners disposed of under this delegation of authority may be replaced only in cases where the qualifications established above are met.

[REDACTED] 25X1A9a

Attachment: 1 y/w

3 June 1957

Distribution:

1 - Addressee

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